

VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: www.vippassports.com Email: info@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

PASSPORT SERVICES

SAME-DAY

3-4 DAYS

PROCESS SPEED (SELECT ONE)

5-8 DAYS

9-15 DAYS

DON'T FORGET
TO FAX OR EMAIL
YOUR DOCUMENTS TO
OUR OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION (CHECK BOX TO WAIVE SIGNATURE)

CONTACT NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

FAX NUMBER

EMAIL

METHOD OF PAYMENT

CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$ _____

MONEY ORDER

CASHIER'S CHECK

COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

SPECIALIZING IN VISAS, PASSPORTS, DOCUMENT TRANSLATIONS & LEGALIZATIONS

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U.S. PASSPORT CARD – WITH DS-82 (ADULT)

DOCUMENTS REQUIRED

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED ABOVE

| | | | |
|--------------------------|---------|-------------------------|-----------------------|
| U.S. PASSPORT: | 1 | ONLINE APPLICATION (S): | DS-82 |
| PASSPORT TYPE PHOTO (S): | 1-COLOR | LETTER OF EXPEDITE: | 1 |
| AUTHORIZATION LETTERS: | 5 | | |

OTHER: SEE NEXT PAGES FOR MORE DETAILED INSTRUCTIONS.

VIP SERVICES FEES:

PLEASE MARK THE APPROPRIATE BOX AND ADD THE FEES ABOVE FOR THE SERVICE (S) YOU HAVE REQUESTED:

- \$85.00.....9 TO 15 WORKING DAYS PROCESSING
- \$95.00.....5 TO 8 DAY RUSH – **RESERVATION REQUIRED**
- \$145.003 TO 4 DAY RUSH – **RESERVATION REQUIRED**
- \$195.00SAME DAY RUSH – **RESERVATION REQUIRED**

| <u>FEES PER PERSON</u> | |
|----------------------------------|---------|
| STATE DEPARTMENT EXPEDITING FEE: | \$60.00 |
| STATE DEPARTMENT CARD FEE: | \$30.00 |
| VIP SERVICES FEE (SEE BELOW): | |
| ADDITIONAL VIP SERVICES FEE: | |
| MONEY ORDER FEE: | \$6.00 |
| RETURN SHIPPING FEE: | |
| TOTAL: (NO PERSONAL CHECKS) | |

| <u>RETURN SHIPPING FEES</u> (CHECK ONE) | | |
|--|----------------------------------|--------------------------------------|
| <input type="checkbox"/> | PRIORITY LETTER | \$35.00 |
| <input type="checkbox"/> | 2-DAY LETTER | \$27.50 |
| <input type="checkbox"/> | 3-DAY LETTER | \$22.50 |
| <input type="checkbox"/> | SATURDAY LETTER | \$49.00 |
| <input type="checkbox"/> | FED EX 1 ST OVERNIGHT | \$85.00 |
| <input type="checkbox"/> | IAH AIRPORT DLVY | \$75.00 |
| <input type="checkbox"/> | LOCAL P/UP OR DLVY | CLICK HERE FOR QUOTE |

IMPORTANT NOTE: PLEASE BE ADVISED THAT THE U.S. PASSPORT OFFICE ISSUES PASSPORTS ACCORDING TO YOUR DEPARTURE DATE. A PROCESSING TIME OF 8 DAYS OR LESS IS NOT ALWAYS AVAILABLE AND RESERVATIONS ARE REQUIRED. OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY AT 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION. ****IF YOU ARE REQUESTING A RESERVATION FOR A PROCESSING OF LESS THAN 8 BUSINESS DAYS PLEASE EMAIL A COPY OF ALL YOUR DOCUMENTS TO VIPINFO@VIPPASSPORTS.COM AND THEN CALL OUR OFFICE SO THAT WE MAY REVIEW THE DOCUMENTS, ADD YOUR NAME TO THE RUSH PROCESS LIST AND GIVE YOU SHIPPING INSTRUCTIONS. YOU WILL BE GIVEN A VIP RESERVATION/FILE LOCATOR NUMBER TO HOLD YOUR PLACE IN THE LINEUP FOR VIP TO SUBMIT YOUR APPLICATION ACCORDINGLY. BE SURE TO LIST THE RESERVATION NUMBER ON THE WORK ORDER. FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS MAY CAUSE A DELAY.** VIP SERVICES IS NOT RESPONSIBLE FOR DELAYS BEYOND OUR CONTROL. IF IN EVENT THE PASSPORT OFFICE DENIES YOUR APPLICATION, VIP SERVICE FEES ARE NON-REFUNDABLE AND WILL BE CHARGED ACCORDING TO ORIGINAL REQUEST. AFTER THE APPLICATION HAS BEEN SUBMITTED TO THE PASSPORT OFFICE AND THEY PUT THE APPLICATION INTO SUSPENSE THERE WILL BE AN ADDITIONAL VIP SERVICE FEE OF \$37.50 TO SUBMIT THE ADDITIONAL DOCUMENTS AND MONITOR THE PROCESS UNTIL COMPLETION.

COMMENTS: _____

REVISED 9-26-2018 JENN

Specializing in Visas, Passports, Document Legalization and Translations

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REQUIREMENTS TO EXPEDITE A PASSPORT CARD

(FOR APPLICANTS WHO ALREADY HOLD A VALID U.S. PASSPORT BOOK)

PLEASE FOLLOW THESE INSTRUCTIONS IF:

YOU CAN SUBMIT YOUR CURRENT PASSPORT AND IT WAS ISSUED LESS THAN (15) FIFTEEN YEARS AGO AND YOU WERE OVER THE AGE OF (16) SIXTEEN WHEN IT WAS ISSUED.

- 1.) **CLICK HERE** TO COMPLETE THE GOVERNMENT PASSPORT CARD APPLICATION (DS-82) ONLINE. BE SURE TO SIGN IT; FAILURE TO DO SO WILL CAUSE DELAYS.
- 2.) **ONE (1) COLOR PASSPORT TYPE PHOTOGRAPH – NO GLASSES** (2x2). THE HEAD IS MEASURED FROM BOTTOM OF CHIN TO THE TOP OF THE HAIRLINE AND SHOULD BE BETWEEN 1 INCH AND 1-3/8 INCHES, TAKEN WITHIN THE PAST (3) THREE MONTHS. BE SURE THAT THE PHOTOGRAPH IS TAKEN WITH AN OFF-WHITE BACK GROUND AND BOTH EARS CAN BE SEEN. PLEASE [CLICK HERE](#) FOR MORE GUIDANCE ON PHOTO SPECIFICATIONS.
- 3.) **ONE (1) VALID PASSPORT**, ISSUED LESS THAN FIFTEEN (15) YEARS AGO.
- 4.) **\$90.00** PAYABLE TO THE "DEPARTMENT OF STATE".
- 5.) **PROOF OF DEPARTURE** – ALL SUBMISSIONS REQUIRING A RESERVATION MUST BE ACCOMPANIED BY PROOF OF DEPARTURE SHOWING A U.S. DEPARTURE DATE WITHIN 14 DAYS (IF NO VISA IS NEEDED) OR 28 DAYS (IF VISA IS NEEDED). SUBMIT ONE OF THE FOLLOWING:
 - ORIGINAL LETTER OF EXPEDITE (IF TRAVELING AS INDIVIDUAL)
 - ORIGINAL LETTER OF EXPEDITE (IF TRAVELING FOR EMPLOYER)
 - COPY OF TRAVEL ITINERARY (FROM AIRLINE OR TRAVEL AGENT)
 - COPY OF AIRLINE TICKET
- 6.) **LETTERS OF AUTHORIZATION** GIVING PERMISSION TO VIP SERVICES, AS WELL AS EXECUTIVE PASSPORT & VISA SERVICE, PASSPORT EXPRESS, PASSPORT PLUS, AND PASSPORT PHOTOS TO GO (OUR PARTNER COMPANIES) TO COLLECT THE PASSPORT ON THE APPLICANT'S BEHALF. THE PASSPORT AGENCY HAS A LIMIT ON THE AMOUNT OF PASSPORTS THAT CAN BE SUBMITTED ON A DAILY BASIS SO PLEASE SEND ALL 5 COMPLETED RELEASE LETTERS SO THAT WE CAN BETTER SERVE YOU.

SPECIAL NOTE: OUR COMPANY IS ALLOWED TO SUBMIT APPLICATIONS TO THE PASSPORT OFFICE EACH DAY BEFORE 7:00 AM. IN ORDER TO INSURE YOUR REQUEST IS SUBMITTED ON-SCHEDULE, PLEASE SEND YOUR APPLICATION BY PERSONAL DELIVERY OR BY AN OVERNIGHT COURIER TO ARRIVE AT LEAST ONE DAY PRIOR TO YOUR SCHEDULED RESERVATION. ANY DOCUMENTS RECEIVED AFTER CLOSE OF BUSINESS THE DAY BEFORE A RESERVED SUBMISSION IS SCHEDULED MAY BE SUBJECT TO POSSIBLE DELAY OF SUBMISSION.

REVISED 9-26-2018 JENN

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LETTER OF AUTHORIZATION

Please carefully read the information below before completing the Letter of Authorization.

An individual's personal information cannot be released by the U.S. government to another party without the written consent of the individual under the provisions of the Privacy Act of 1974 (5 USC 552a). As a result, an employee at the U.S. passport agency cannot discuss the details of your passport application with a third party without your written consent.

Please check all that apply:

- I authorize the company stated below to submit my passport application to a passport agency and pickup the passport from a U.S. passport agency on my behalf.
- I authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise in connection with my passport application, and I authorize the company to respond to such requests under my direction.
- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport office to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person legally acting in loco parentis)

Applicant Name: _____

(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____

(Area Code – XXX-XXXX)

(MM/DD/YYYY)

Courier Company Name: _____

Applicant signature: _____

(If the applicant is under the age of 16, the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



EXECUTIVE PASSPORT & VISA SERVICE
2022 SINGLETON
HOUSTON, TEXAS 77008
713-659-0009

Letter of Authorization

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Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



PASSPORT EXPRESS

30102 Scotty Street
Magnolia, TX 77355
(210) 402-0813
(832) 200-2944 – Fax

Letter of Authorization

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(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)



Letter of Authorization

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Please check **all** that apply:

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- I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

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Applicant Name: _____
(Last Name, First Name, Middle Name)

Applicant Phone No: _____ Date: _____
(Area Code-XXX-XXXX) (MM/DD/YYYY)

Courier Company Name: _____

Applicant Signature: _____
(If the applicant is under the age of 16 the parent(s), legal guardian(s), or person legally acting in loco parentis must sign)

PASSPORT PLUS VISAS

VISAS • PASSPORTS • DOCUMENTS

Letter of Authorization

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I do not authorize the passport agency to disclose to the company listed below any requests for further documentation and/or information that may arise with my passport application. I want the passport agency to contact me directly should an issue arise with my passport application that concerns matters other than the date on which the passport will be ready for pick-up from the passport agency.

Applicant Information

(Note: All of the information below may ONLY be filled out by the applicant, parent, legal guardian, or person acting in loco parentis)

Applicant Name:

_____ (Last Name, First Name, Middle Name)

Applicant Phone No: _____ (Area Code -XXX-XXXX)

Date: _____ (MM/DD/YYYY)

Courier Company Name: PASSPORT PLUS Visas

Applicant Signature: _____
(If the applicant is under the age of 16 the parent, legal guardian, or person acting in loco parentis must sign.)

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INDIVIDUAL LETTER OF EXPEDITE

EXAMPLE

**PLEASE FOLLOW THIS FORMAT IF YOU WILL BE TRAVELING
AS AN INDIVIDUAL.**

(DATE)

DEAR PASSPORT REPRESENTATIVE

I, MR./MRS. (NAME) HAVE AN URGENT INTERNATIONAL DEPARTURE TO

(DESTINATION) FOR THE PURPOSE OF (REASON FOR TRAVEL). I WILL BE

DEPARTING THE U.S.A. ON (DATE). I WILL BE TRAVELING

VIA (CAR-TRAIN-CRUISE LINE-ETC) AND WILL BE RETURNING TO THE

USA ON (DATE). PLEASE EXPEDITE MY REQUEST FOR A PASSPORT CARD

AT YOUR EARLIEST CONVENIENCE.

THANK YOU FOR YOUR ASSISTANCE.

VERY TRULY YOURS,

Applicant's signature here

(APPLICANT'S NAME)

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COMPANY LETTER OF EXPEDITE EXAMPLE

PLEASE FOLLOW THIS FORMAT ON AN ORIGINAL COMPANY LETTERHEAD IF YOU WILL BE TRAVELING ON BEHALF OF YOUR EMPLOYER.

(DATE)

DEAR PASSPORT REPRESENTATIVE,

MR./MRS. (APPLICANT'S NAME) IS ONE OF OUR EMPLOYEES WHO IS ENGAGED AS A (N) (POSITION) FOR (COMPANY NAME).

MR. /MRS. (APPLICANT'S NAME) HAS AN URGENT INTERNATIONAL DEPARTURE TO (DESTINATION) FOR THE PURPOSE OF (REASON FOR TRAVEL).

HE/SHE WILL BE DEPARTING THE U.S.A. ON (DATE). MR./MRS.

(APPLICANT'S NAME) WILL BE TRAVELING VIA (CAR-TRAIN-CRUISE LINE ETC) AND WILL BE RETURNING TO THE USA ON (DATE). PLEASE EXPEDITE HIS/HER REQUEST FOR A PASSPORT CARD AT YOUR EARLIEST CONVENIENCE.

THANK YOU FOR YOUR ASSISTANCE.

VERY TRULY YOURS,

Supervisor's signature here

(SUPERVISOR'S SIGNATURE)

PLEASE BE SURE THAT THIS LETTER IS SIGNED BY THE PERSON WHO AUTHORIZED THE TRIP. THIS LETTER SHOULD NOT BE SIGNED BY THE TRAVELER. DO NOT ATTENTION THIS LETTER TO VIP SERVICES.

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RESERVATION CANCELLATION POLICY

ALL APPLICANTS REQUESTING THEIR PASSPORT BE PROCESSED FASTER THAN 9 – 15 BUSINESS DAYS ARE REQUIRED TO HAVE A SUBMISSION RESERVATION. WHEN COPIES OF PASSPORT DOCUMENTS ARE RECEIVED AND REVIEWED, THE APPLICANT'S NAME WILL BE ADDED TO OUR RESERVATION LIST ON THE REQUESTED DAY, OR THE FIRST AVAILABLE DAY OF SUBMISSION.

WE DO UNDERSTAND THAT THE UNEXPECTED CAN HAPPEN, SO WE ARE HAPPY TO CANCEL OR RESCHEDULE YOUR RESERVATION WHEN NEEDED. HOWEVER, STARTING JANUARY 1ST, 2019, AN ADMINISTRATIVE CANCELLATION FEE OF 50% OF THE REQUESTED VIP SERVICE FEE WILL BE CHARGED IF ONE OR MORE OF THE FOLLOWING OCCUR:

- **SHORT-NOTICE CANCELLATIONS** (*APPLICANT'S ORIGINALS ARE NOT RECEIVED IN TIME FOR SUBMISSION AND THE RESERVATION IS NOT CANCELLED OR RESCHEDULED IN A REASONABLE AMOUNT OF TIME, USUALLY AT LEAST ONE BUSINESS DAY PRIOR TO THE SCHEDULED SUBMISSION DATE*)
- **NO CALL/NO SHOWS** (*WE ARE NOT ABLE TO REACH THE APPLICANT OR THEIR PROXY TO CONFIRM THE ORIGINALS ARE IN ROUTE FOR SUBMISSION THE FOLLOWING BUSINESS DAY*)

IF YOU HAVE ANY QUESTIONS REGARDING OUR CANCELLATION POLICIES FOR PASSPORT RESERVATIONS, PLEASE CONTACT OUR OFFICE TO SPEAK WITH THE MANAGER FOR MORE DETAILS.

THANK YOU,
VIP PASSPORT SERVICES, INC.

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